



Monthly Departmental Report

July 2014

Finance Department

Human Resources

Information Technology

Park & Recreation

Planning & Community Development

Police Department

Fire Department

Public Works

Other Agency Reports



Finance Department

Monthly Departmental Report

Through the Period Ended July 10, 2015

Activity	Status
Operations	
Successor Agency	On May 28, 2015, the Belmont Oversight Board adopted a resolution approving a revised Long Range Property Management Plan for outstanding government use property assets held by the Successor Agency in response to the Department of Finance's request for additional information to the Plan previously submitted. The action has been submitted to the Department of Finance for review and approval.
Economic Development	<p>The City's economic development consultant Keyser Marsten Associates (KMA) has developed options to maximize the inventory of Low-Moderate Income (LMI) property asset disposition/retention plan that will further the City's goals of affordable housing production and boost the City's downtown revitalization efforts. KMA is in the process of integrating their work to supplement the General Plan and Belmont Village Specific Plan efforts, as well as support the negotiations for the Firehouse Square target site.</p> <p>City Council has approved the Housing Element 2015-2023. Staff is working with 21 Elements on the Nexus Study and is planning for a study session once the consultant's work has progressed.</p>
Debt Management	The City Treasurer and staff met with the City's financial advisor to discuss SVCW's CIP and the resulting impacts to Belmont.
Year End Close	<p>Work has begun on closing the books for June 30th.</p> <p>Earlier this year, Maze & Associates completed their interim fieldwork with no significant findings. Maze is scheduled to be back in August to perform final tests and issue their opinion shortly thereafter.</p>
Energy Efficiency Project	<p>Comfort International has completed the energy efficiency retrofit work at the Library and is preparing the rebate. Initial usage results indicate much improved building efficiency and show the City is ahead of schedule on savings. Further savings are anticipated with additional programming and fine tuning of the system to maximize energy savings and efficiency levels.</p> <p>Cal West, the LED streetlight contractor, has completed 1000+ LED streetlight replacements.</p> <p>PG&E has executed the On-Bill Financing application.</p>

Reporting

Treasurer's Report	May report completed.
Monthly Budget Variance	May report completed.

Human Resources Department Monthly Report

June 2015

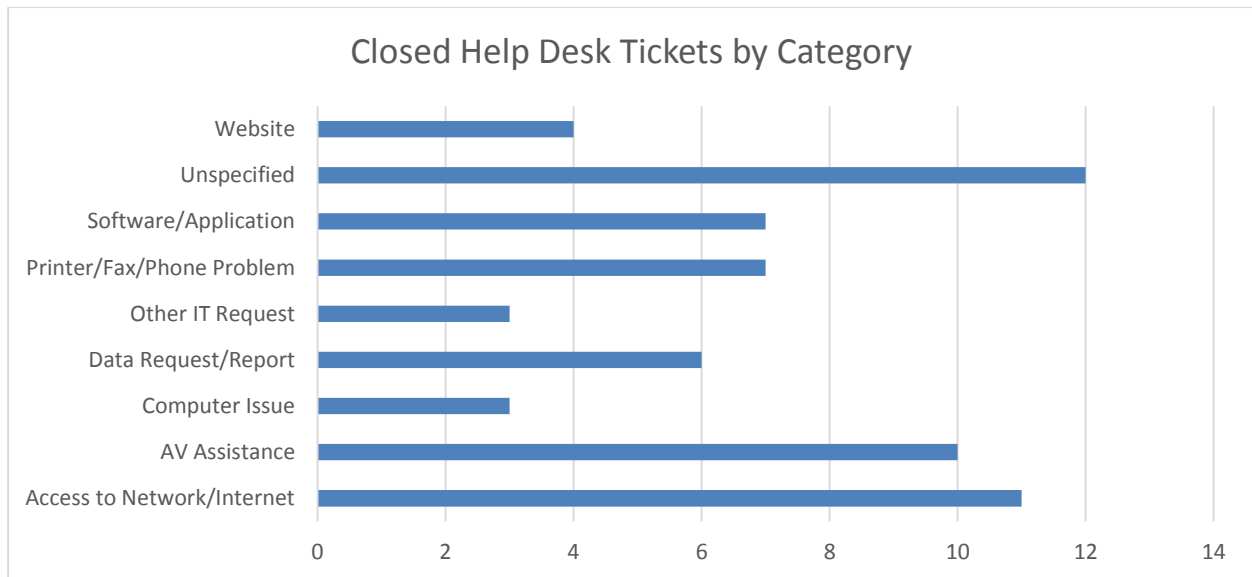


Recruitment Summary

Position	Department	Filing Deadline	Status/Activity
Planning Technician	Com Dev	Closed	Maria Langbauer appointed effective July 1, 2015
Firefighter/Paramedic	Fire		Two candidates continuing to background.
Maintenance Worker I/II	Parks and Rec	June 17	Application period under way.

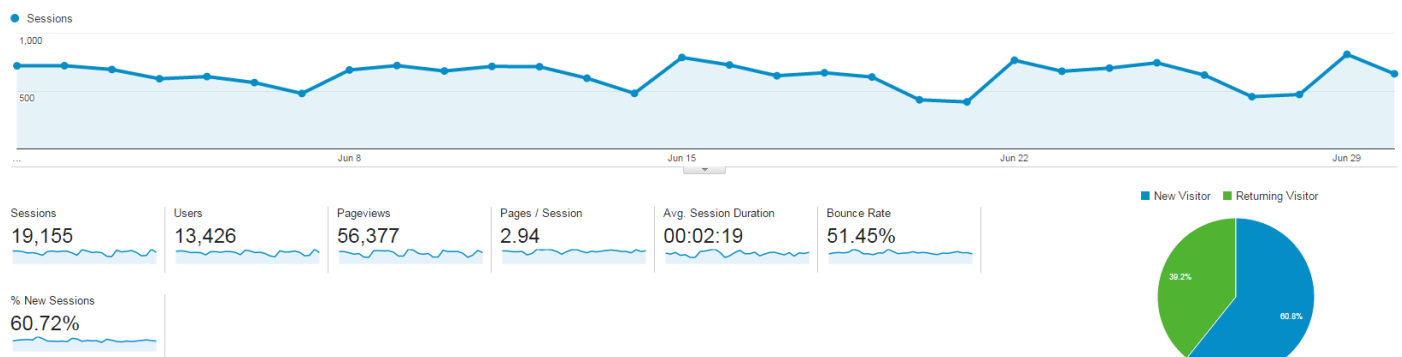
Daily Operations:

- Service Requests: 63 Help Desk Tickets were received and closed by IT



www.belmont.gov:

Activity: June1, 2015 – June 30, 2015



Major Projects:

- Information Technology Strategic Plan

Staff provided comments on draft – relayed to NexLevel Information Technology.

- Tech Refresh – Fire Stations

Tech Refresh for Fire Stations 14 & 15 was completed in July. Tech Refresh included desktop PCs and CAD workstations.

- Expansion of Voice over IP (VoIP) network

Phones systems for both Fire Station 14 & 15 were replaced with the City's VoIP solution from ShoreTel. This change will provide greater efficiency plus reduce operating expense.

- Cal Trans "SMART Corridor" Project – Belmont connected

Belmont's connection to the Smart Corridor was implemented this month. The SMART corridor is a new approach utilizing technology to manage traffic along El Camino. Additional work is required but this connection is a great step forward.

- Summer Internship Program

IT welcomed three new summer interns. Vanessa and Matthew are students at Carlmont High School and are learning how local governments utilize technology. Chris, a Junior at UCLA, is gaining real-world experience in Geographic Information Systems.



Vanessa



Matthew



Chris

Parks and Recreation Monthly Report – June 2015



DAY CARE

BELMONT COMMUNITY LEARNING CENTER:

The Community Learning Center has 75 children enrolled.

During the month of June for Community Service Month, the Community Learning Center had several parents and community members speak about their occupations to the children including a police officer, fire fighter, educator, 911 dispatcher, computer engineer, hair stylist, teacher, nurse, dentist, librarian, dental assistant, study manager, and a scientist.

The PTO meeting was held June 2. The next PTO meeting is September 8 at 6:00 pm.



SENIOR SERVICES

PROGRAMS and EVENTS:

~The Twin Pines Shuttle provided 203 one way trips during the month.

~ 412 lunches were served in the Twin Pines Café.

~Volunteers provided 550 hours of dedicated service at the Twin Pines Senior & Community Center.

~A June Birthday Lunch was held, celebrating everyone born in the month of June. A Father's Day Lunch was also held; each gentleman received a "Big Hunk" candy in honor of Father's Day.

~A Daytime Dance was held on June 12. The event was offered in partnership with Brookdale Senior Living-Woodside Terrace. The Moonglow Band provided live music and the crowd danced the afternoon away. The free daytime dances will be held on the second Friday of each month, and will be offered in partnership with local agencies.

~ June movies were attended by over 295 people, with new DVD releases, foreign films and the classics being shown.

Parks and Recreation Monthly Report – June 2015



RECREATION PROGRAMS AND CLASSES	<p>ACTIVENET ONLINE REGISTRATION:</p> <p>The Parks & Recreation Departments online registration program continues to successfully serve its customers. An increasing number of our customers are taking advantage of the convenience of registering online from their home, office or laptop. Online registration generated the following transactions:</p> <ul style="list-style-type: none"> • 723 enrollments were processed during the month of June, generating \$105,435 in recreation program revenue, as compared to \$87,284 for June 2014. • 485 (67%) enrollment transactions were successfully processed online. • Processed \$77,058 (73%) in program revenue via online transactions. <p>TEENS: The Teen programs are on hiatus during summer and will resume when school starts the end of August.</p> <p>VOICES: VOICES will restart in September. Staff developed some marketing materials to ramp up the recruitment in August.</p> <p>YOUTH: 470 kids were in various camps including our SOAR day camps in June. 137 kids started swim lessons of all levels in June.</p>	
RECREATION FACILITIES	<p>FACILITY RENTALS:</p> <p>Facility Uses:</p> <p>Barrett: 33</p> <p>Complex: 13</p> <p>Cottage: 5</p> <p>Lodge: 11</p> <p>TPSCC: 13</p> <p>Manor: 8</p> <p>Picnic Rentals: 37</p>	<p>Total facility rental revenue:</p> <p>June - \$33,573</p>
MEETINGS	<p>Belmont City Council Meetings</p> <p>Belmont Community Learning Center PTO Meeting</p> <p>Belmont Senior Citizen's Advisory Committee</p> <p>Belmont Wellness Trainings</p> <p>BCLC Staff Meeting</p> <p>BRSSD Maintenance Staff Meeting - Summer Planning</p> <p>City Facilities Team Meeting</p> <p>CPR/1st Aid Training for Summer and Permanent Staff</p> <p>LERN Webinar on Programming</p> <p>Parks & Recreation Commission Meeting</p> <p>Recreation Division Staff Meeting</p> <p>San Mateo County Parks and Recreation Directors' Meeting</p> <p>San Mateo County Aging and Adult Services Providers Meeting</p> <p>Youth Engagement Meeting</p>	

**Parks and Recreation
Monthly Report – June 2015**



Parks Maintenance Activities

Location	Work Performed
Alexander Park	Remove toilet blockage
Barrett Community Center	Replace backflow and install new irrigation valve on front lawn
Barrett Community Center	Remove dead tree from hallway, hedge shrubs
Cipriani Park	Install new irrigation controller replacing broken one
Cipriani Park	
Cipriani Park	Weed whip hillsides/fence line
Cipriani Park	Graffiti removal on bench and picnic tables
Cipriani Park	Add playground fiber to play areas
College View Park	Prune shrubs and weed landscape areas
Davey Glen	Prune trees for vehicle access
	Remove debris and plant material from future park site
Sports Complex	
Patricia Wharton Park	Shrub pruning/landscape maintenance in parking lot
Sports Complex/South Field	Add decorative tanbark for mulching and aesthetics
Twin Pines Park	Remove blockage from urinal
Twin Pines Park	Remove benches from underneath stage
Twin Pines Park/Senior Center	Construct and install dedication bench
Twin Pines Park/Redwood Picnic	Replace defective irrigation valve and retrofit station to drip irrigation
Citywide Maintenance	Replace broken slide in playground area Weekly mowing of passive lawns in parks

Athletic Field Activities

Location	Work Performed
Central School	Repair/replace defective sprinklers/adjust irrigation
Fox School	Repair defective irrigation clock wiring
Ralston Field	Replace/lower sprinkler heads
Ralston Field	Remove damaged sprinklers/replace
Sports Complex/North Field	Repair stuck irrigation valve
Sports Complex/North Field	Import red rock after faulty irrigation valve flooded infield
Sports Complex/North Field	Repair defective/corroded pressure regulator
Sports Complex/South Field	Replace irrigation valve diaphragm
Sports Complex	Weekly mowing of infield lawns
Sports Complex	Daily prep for adult softball league

**Parks and Recreation
Monthly Report – June 2015**



Medians and R-O-W Activities

Location	Work Performed
El Camino Real	Replace defective irrigation on median at Harbor
Forest Ave.	Remove dead tree
Lodge Dr.	Prune pine trees and shrubs for street sweeper access
Lyll Way/Ralston Ave.	Remove dead oak tree caused by vehicle collision
Ralston Ave./Cipriani	Prune shrubbery and weeds back from sidewalk
Ralston Ave./Bike Bridge	Replace defective irrigation valve diaphragms
Alameda De Las Pulgas/Gateway	Remove oak limbs/branch piles from underneath oak trees
Ralston Ave/Belmont Canyon Road	Prune trees/weed removal/chemical treat pathway
Ralston Ave./Ralston Ranch Road	Remove dead oak tree
Ralston Ave./Vista Point	Litter removal and general maintenance
Ralston Ranch Road	Weed removal and shrub pruning along sidewalks
Hallmark Drive	Weed/litter removal from vista points
Hastings Dr.	Weed removal/landscape maintenance at vista points and catwalks
Belameda Kiosk	Shrub pruning/weed removal/annual maintenance

Open Space Activities

Location	Work Performed
Davey Glen	Facilitate brush clearing with FireSafe crews
Marsten Trail	Brush clearance and weed removal along trail
Upper Lake Road	Assist with CalFire crews with brush clearance along trail
Sea Scout Trail	Flail mow and prune trees/shrubs
Water Dog Lake Dam	Replace missing plank on pier above lake
Water Dog Lake Dam	Supply benches and material support to Eagle Scout bench project

Facilities Maintenance Activities

Location	Work Performed
Fleet Management	Repair leaking urinal
Fleet Management	Install two new deadbolts
Fleet Management	Assess foul odor
Corp Yard	Install new deadbolt
Corp Yard	Install new door handle
Corp Yard	Repair running toilets
Corp Yard	Change several light bulbs
Sports Complex	Trouble shoot HVAC

Parks and Recreation Monthly Report – June 2015



Sports Complex	Reprogram thermostat
TPS&CC	Install new refrigerator
TPS&CC	Repair faulty outlets
TPS&CC	Shaved door to close properly
TPS&CC	Install new door closer
TPS&CC	Install locking plates for electrical outlets
TPS&CC	Repaired a leaking toilet and urinal
Park Office	Hang bulletin board
Lodge	Replace missing door stop
Library	Re-secure light bollard
Library	Troubleshoot projector
Library	Replace missing ceiling tiles
Library	Install LED light for Open Sign
Library	Troubleshoot exhaust fan
Library	Clean filters for projectors
Library	Repair hand crank for windows
Library	Reset several emergency light ballast
Library	Repair restroom handle
Barrett Community Center	Add new light fixture
Barrett Community Center	Rekey four doors
Barrett Community Center	Install new door handle
Barrett Community Center	Repair leaking toilet
Barrett Community Center	Patch holes in walls
Barrett Community Center	Remove debris from classroom
Barrett Community Center	Install several door stops
Barrett Community Center	Replace several broken outlet covers
City Hall	Repair leaking sink
City Hall	Eliminate creaking doors
City Hall	Repair front doors
City Hall	Change locking mechanism to mailroom door
City Hall	Replace stained ceiling tiles
City Hall	Replace missing ceiling sprinkler ring
City Hall	Caulk finance windows
Police Department	Repair leaking sink in jail
Police Department	Patch holes in walls
Police Department	Repair stairwell handrail
Police Department	Replace broken shower handle
Fire Station	Grease roll up door
Numerous Locations	Test Sprinkler systems
Numerous Locations	Test Fire Extinguishers

**PLANNING AND COMMUNITY DEVELOPMENT
MONTHLY COUNCIL REPORT
June 2015**

PROJECT DESCRIPTION	STAFF	CURRENT/FUTURE ACTIONS
Long Range Planning		
<p><u>2035 General Plan Update (GP) & Belmont Village Specific Plan (BVSP)</u></p> <p>This project involves a comprehensive update of the Belmont General Plan (GP) and will include a Belmont Village Specific Plan (BVSP).</p> <p><u>GP Previous Actions</u></p> <ul style="list-style-type: none"> • The City's 2015-2023 Housing Element was adopted and certified by the State of California on 5/20. • GP Team hosted a Community Open House at the Belmont Library on 5/21 on the draft "Preferred Plan" and Key Policies (informed by cumulative research, public input sessions and community survey results) – good feedback provided to staff/consultant. • The Planning and Parks & Recreation Commissions held a Preferred Plan study session on 6/2 – good feedback provided to staff/consultant. <p><u>BVSP Focus – July & August</u></p> <ul style="list-style-type: none"> • Launch and complete Task One - Project Start-Up & Community Involvement Strategy; • Begin Task Two - Analysis of Opportunities & Refinement of Existing Conditions. 	<p>de Melo and Dyett & Bhatia (D&B) - GP Consultants</p>	<p><u>GP key events/actions in July/August</u></p> <ul style="list-style-type: none"> • Task 3 of the Dyett & Bhatia contract - <i>Preferred Plan & Key Goals</i> is approaching conclusion. Joint City Council/Planning Commission study session #2 to review the revised Preferred Plan targeted for late July or early August. • Task 4 - <i>Draft General Plan</i> is beginning, after completion of Council and PC input on revised Preferred Plan, the full draft document will come together rapidly by the end of September - followed by a public review process. <p><u>BVSP Actions/Events in July/August</u></p> <ul style="list-style-type: none"> • The full team of Dyett & Bhatia plus sub-consultants is now in place. • The draft Community Involvement Strategy has been compiled and is under review. Dyett & Bhatia has provided some outreach options that the City may want to consider as well. • Stakeholders list is in the works and interviews with Dyett & Bhatia team will be scheduled soon. • Watch for a web site launch by mid-July at www.planbelmontvillage.com. • Three technical analysis / memorandums (Connectivity, Market Demand and Infrastructure) will be compiled by mid-August.

Complex Development Review		
<p><u>Firehouse Square</u></p> <p>The City has entered into an Exclusive Negotiating Agreement (ENA) with Sares-Regis Group of Northern California (SRGNC) to determine if a development plan could be achieved for the City-owned parcels (approximately 1.3 acres in size) in the Firehouse Square Block - located between El Camino Real and Fifth Avenue, and O'Neill and Broadway Avenue.</p>	<p>de Melo Scoles Fil Rennie</p>	<p>Initial Neighborhood Outreach completed. Next steps include submission of development review application and crafting of potential Development Agreement (DA) terms. Exclusive Negotiating Agreement extended for 90 days to September 2015.</p>
<p><u>Autobahn Motors Dealership Expansion – 700 Island Parkway</u></p> <p>Project entails demolition of existing dealership and construction of a new 57K sq. ft. Sales Facility/Showroom building. Some service operations will move to 500 Harbor Boulevard (HIA area) currently leased by Autobahn.</p>	<p>de Melo</p>	<p>Planning Commission and City Council approved Planned Development Amendment and project environmental study in May 2014. Detailed Development Plan, Grading Plan, and Design Review approved by Planning Commission at 10/7/14 meeting. City Council approved Fence/Gate Plan at 10/28 meeting. Building demolition/project construction anticipated in late fall. Potential project modifications being assessed by applicant (expansion of building).</p>
<p><u>576-600 El Camino Real – Proposed Mixed-Use (Commercial & Residential) Development</u></p> <p>Project includes construction of a three story mixed-use building – 11,000 square feet of ground floor commercial space and 32 residential condominiums on the 2nd & 3rd floors. An underground garage will serve the residential units and 32 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo</p>	<p>Planning Commission conducted public hearings on 9/2 & 9/16 for project entitlements and environmental study and recommended Council approval. City Council approved subject entitlements on 10/14. Design Review, Grading Plan, and CUP to establish Detailed Development Plan (DDP) submitted on 1/12/15.</p> <p>Planning Commission reviewed and approved Detailed Development Plan (DDP) on 6/2 and Grading Plan & Tree Removal Permit on 7/7. Next step is submission of Final Subdivision Map for project.</p>

<p><u>490 El Camino Real (at Davey Glen – Proposed Mixed-Use (Commercial & Residential) Development</u></p> <p>Project includes construction of a multi-story mixed-use project – 5,000 square foot stand-alone single story commercial building and a separate four story building with 73 residential condominiums. An underground garage will serve the residential units and 20 at grade spaces will be provided for the commercial uses. The project includes an environmental study, Rezoning of the property to Planned Development (PD), and a Subdivision Map for the condominiums.</p>	<p>de Melo & Contract Planning Firm</p>	<p>Project currently under review by City Departments. Second round of site plan/architectural review completed. Project Environmental Study released for public review on 4/20; review period ended on 5/20; minimal public/agency comments received.</p> <p>PC/CC Public hearings for project targeted September/October timeframe.</p>
<p><u>Crystal Springs Uplands School (CSUS) – 6-8 & 10 Davis Drive</u></p> <p>Project entails construction of new 60,000 sq. ft. middle school to accommodate 240 students. Project includes a classroom building, and all-weather surface athletic field. A gymnasium & covered pool is proposed in a later phase.</p>	<p>DiDonato & de Melo</p>	<p>Draft EIR expected to be released for public review by mid-July. Public hearings for project anticipated in Late Fall 2015.</p>
<p><u>Clear Channel Outdoor (CCO) – Shoreway Road</u></p> <p>Project includes installation of a two-sided digital electronic billboard for the City’s Shoreway Road Pump Station property.</p>	<p>de Melo</p>	<p>Project environmental study released for public review/comment on 12/23/14 – review period ended on 1/22/15; no comments received.</p> <p>CC/PC Public hearings for project anticipated in July & August.</p>
<p><u>Marriott Springhill Suites Hotel – Shoreway Road/Cormorant Drive</u></p> <p>Development Review Application filed in March to construct a new 169-room Marriott Springhill Suites Hotel on the subject vacant 3.39-acre parcel. The</p>	<p>de Melo</p>	<p>Environmental Study preparation underway.</p>

proposed four-story hotel would be approximately 91,465 sq. ft. in size and include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry court, outdoor patio areas, street-level parking, and parking lot/perimeter landscaping.		
<u>Hilton Homewood Suites Hotel – Former Empire Lumber site – 1201 Shoreway Road</u> Development Review Application filed in June to construct a new 96-room Hilton Homewood Suites Hotel on the subject 1-acre parcel. The proposed five-story hotel would include meeting room space, food service amenities, an exercise room, and pool. The site improvements also include an entry plaza, outdoor patio areas, and street-level parking.	de Melo	Project submittal under review for completeness. Next step is securing environmental consultant to prepare project environmental study.
Appeals		
<u>AT&T Wireless Facility – Public Right-Of-Way on Notre Dame Avenue /1920 Notre Dame Avenue</u> Appeal filed on 12/23 by AT&T of Planning Commission decision (12/16) of proposed AT&T Wireless Facility Modification Project. City Council Public Hearing conducted on 2/10 – CC overturned PC decision and approved proposed wireless facility modifications in public right-of-way.	de Melo Rose Rennie	Next step is submission of building permits for facility modifications – anticipated by mid-July.
Successor Agency Projects		

Items shown in bold face are new since last month.
Items shown in italics are scheduled for next CC or PC meeting.

**PERMIT CENTER
MONTHLY COUNCIL REPORT
June 2015**

PERMIT ACTIVITY	RESULTS	COMMENTS
Development Review Applications Received	3	Planning Division
Development Review Applications Approved	2	Planning Commission Review
Permit Applications Received	96	Building, Plumbing, Electrical & Mechanical
Permits Approved	96	Inclusive of above
Permits Issued	95	
Inspections Performed	484	Building Division
Revenue Generated	\$198,906.18	Development Services
Department 210		

BELMONT POLICE DEPARTMENT

Monthly Activity Report for June 2015



PERSONNEL

- 1 Recruit Officer graduated Police Academy.
- 1 Police Officer progressing in FTO program.
- 1 Police Officer close to completing training in FTO program.
- 1 new Recruit Officer to start CSM police academy at the end of July.

OPERATIONS

Arrests 51	Total Incidents 2628	Code Enforcement	Admin Citations 6
Citations 398	Reports Written 194		Warnings 1
			Total Incidents 141

COMMUNITY POLICING

Abandoned Vehicle Report	43 complaints (43 resolved within 96 hours, 3 were not)
Child Safety Seats	Community Service Officers inspected 6 car seats.

ADMINISTRATIVE ACTIVITIES

Chief DeSmidt attended meetings and participated in functions for:		
• SMT Meeting	• CPCA Full Board Meeting	• SMCSO Promotional Ceremony
• CPCA Board Orientation and Strategic Planning	• SMCPSCA Meeting	• Ralston School Traffic Issues
• CPCA Board Dinner	• Legislative Committee Conference Call	• Academy Graduation
	• Fire Badge Pinning	• Staff Meeting
Capt. Halleran attended meetings and participated in functions for:		
• Information Sharing Workshop	• CSWAC Meeting	• Fire Extinguisher Training
• SMT Meeting	• Field Crisis Consultation Committee Meeting	• CERT Meeting
• Fire Badge Pinning	• LHMP Data Worksheets Review	• Strategy & Integration CTE Meeting
• Monthly Shelter Meeting	• Field Communications Exercise	• EMA Board Meeting
• Communication Managers Association Meeting	• SCARES Monthly Meeting	• SMC Tech Committee Meeting
• City Hall Security Working Group		• Emergency Services Council
Capt. Psaila attended meetings and participated in functions for:		
• Sergeants Meetings	• SWAT Recognition Dinner	• GTF Meetings
• Fire Chief Swearing-in/Retirement Ceremony	• CHS Graduation Detail	• Staff Meeting
• Coffee with the Cops	• Leadership Program	• SWAT Search & Arrest Warrant Service
• Range Training	• Research Personnel Files at RCPD	• Ralston School Traffic Issues Meeting
• Corp Yard Security Meeting	• Academy Final Inspection	• Academy Graduation
	• Sheriff's Office Swearing-In Ceremony	• Meetings with Patrol Teams

TRAINING

NAME	CLASS	DATE(S)
E. Branch	LEADS Online	June 3, 2015
J. Lorenzini	Interview and Interrogations	June 8-12, 2015
T. Psaila	Leadership	June 12, 2015
B. Vogel	CSAR Records Audit	June 17, 2015
M. Jordan	CATTA	June 23, 2015

POLICE RESPONSE HIGHLIGHTS

- While on routine patrol during a dayshift in June, Belmont officers contacted a group of suspicious subjects in the 900 block of El Camino Real. During the contact, officers found that two of the subjects were in possession of burglary tools, stolen property and drug paraphernalia. The two men were subsequently arrested.
- Captain Pat Halleran and the Belmont CERT group participated in the San Mateo County Fair Disaster Preparedness Day, which helped to educate residents from throughout the county.
- Belmont officers participated in the Avoid the 23 DUI Saturation Patrol Campaign, which resulted in several arrests around the county.

Belmont Fire Department



Monthly Activity Report

For

June 2015

Personnel

Retirements: Fire Chief Mike Keefe

Recruitments: Continuing Firefighter recruitment process with our shared services partners.

Promotions: None

Operations

Emergency Response: For the month of June there were 191 requests for assistance as follows:

Incident Type	Total
Fire & Explosion	4
Overpressure/Rupture/Explosion	1
Rescue & Emergency Medical	120
Hazardous Condition	5
Service Call	21
Good Intent Call	30
False Call	9
Other Type of Situation	1
Total	191

Mutual Aid Received	22
Mutual Aid Extended	20

Community Outreach

Administrative Battalion Chief Kent Thrasher attended meetings and participated in functions related to the following:

SMT Meetings * Fire Officers Meeting * Labor Management & Contract Negotiations Meetings
* Vendor Meeting for Station 14 phone upgrades * Meeting with Fire Prevention Staff * Hazmat
Training Committee Meeting * Fire Management Training Class * Probationary Firefighter Tests
* Vegetation Management Presentation for Public *

Fire Crews Outreach

Fire Personnel provided the following outreach/education to the community:

Hazmat 14 at Emergency Preparedness Day Event at SMC Fairgrounds * Kids Safety Talk at
Belmont Community Center * CERT Meeting

Training

Fire Personnel attended the following training & exercise opportunities:

Hazmat Training Committee Meeting * Live Fire Training at CCFD * Electronic PCR Training *

Total Department Training Hours for Month	135
Average Training Hours by Shift for Month	45

May Fire Prevention Activities

Activity	Total
Business Annual Inspection/Re-Inspections	0
New Business License Inspections	5
Plan Reviews	4
Site Plan Reviews	2
Fire Inspections/Fire Finals	2
Training/Inspections with Belmont Building Inspector	0



**Engineering Monthly Report
Public Works Department
July 10, 2015**

PUBLIC WORKS SEWER PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Sewer Force Main Evaluation	Bozhena Palatnik	The report is under review.	Finalize report.	This project includes evaluation and condition assessment of the city's existing sewer force mains.
2015 Sewer Rehabilitation Project	Bozhena Palatnik	The project has been advertised.	Bid opening in July.	This is the first project to address our backlog of gravity sewer rehabilitation.
2015 Sewer and Storm Drain Improvement Project	Dalia Manaois	Construction is substantially complete.	Complete punchlist items.	In order to minimize delays to the pavement reconstruction work, the sewer and storm drain improvements were removed from the Pavement Reconstruction Project and packaged separately in advance of the pavement work.
Sewer System Management Plan	Bozhena Palatnik	In order to comply with the State Water Board requirements, City staff and selected consultants are updating the plan and its components.	Seek Council approval in August for adoption at the SSMP Meeting.	Sewer System Management Plan is a comprehensive document describing policies and activities the agency is using to manage its wastewater collection system effectively.

PUBLIC WORKS STREET PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Pavement Reconstruction Project	Dalia Manaois	Construction on upper Notre Dame and lower Notre Dame is underway.	Complete construction	Project includes \$534k in federal funds and \$150k in Measure A Grant funds for pedestrian and bike improvements.
Old County Road Street Lighting (Phase II)	Gilbert Yau	PG & E has substantially completed the design. The limit of Phase 1 is from San Carlos City limit to Masonic Avenue. Staff sent notices to the property owners and tenants regarding the public meeting date scheduled for July 22 nd .	Meet with residents about the need for panel conversions. Schedule is to complete underground work by April 2016.	Project to underground overhead utilities along Old County Road utilizing Rule 20A fund. The lack of RDA funding will require other fund sources to construct streetlight related improvements (City funded).
Old County Road Pedestrian/Bike Project	Gilbert Yau	95% plans have been prepared by consultant.	Complete design. Submit environmental studies to Caltrans.	Project scope of work includes installation of new sidewalk to fill in gaps; install ADA compliant driveways and new bike facilities.
Ralston & Highway 101 Landscape project.	Gilbert Yau	Staff met with Redwood City and discussed schedule and budget. Belmont and Redwood City need to reach an agreement on design and construction of improvements.	Project on hold.	Landscaping design will need to be modified based on available budget.
Ralston Avenue Pedestrian Improvement Project	Gilbert Yau	Staff returned comments to designer for the 65% plans. Caltrans approved environmental documents.	Complete design. Prepare right-of-way certificate. Obtain authorization from Caltrans.	Project to install new sidewalk along Ralston Avenue between South Road and NDNU entrance; relocate existing retaining walls.

PUBLIC WORKS STORM PROJECTS

PROJECT	PROJECT MANAGER	CURRENT ACTION	NEXT ACTION	COMMENTS
Hillman Ave & Ruth Ave Street and Storm Drain Improvement	Gilbert Yau	Consultant prepared detailed plans for the detention system at Ruth Avenue.	Complete the design of the detention system and evaluate alternatives to reduce cost. Staff continues to look for grant opportunities to fund improvements.	This is an unfunded project. The total estimated cost for all drainage and road improvement is estimated at \$7.0 million.
Ralston and Mountain View Storm Repair Project	Gilbert Yau	Construction scheduled to begin July 17, 2015. The project is to be completed by mid-August before the start of school	Complete construction.	Project to repair 15” storm line on Ralston Avenue; add new storm lines and catch basin on Mountain View Avenue.

PUBLIC WORKS DEVELOPMENT

PROJECT	STAFF	CURRENT ACTION	NEXT ACTION	COMMENTS
Public Works Permits	Diane Lynn	# of Engineering Permits issued: 17 # of Inspections assigned: 75	Ongoing	

DEPARTMENT OF PUBLIC WORKS

Citizen Requests and Response Time Log June							
Citizen Concern	Total Requests	1 Hour	24 hrs	24hrs- Week	Scheduled	OverTime	Comments
Debris Pick-up	5	5					
Emergency Sewer Calls -after hours	6	6				6	
Emergency Storm Drain Calls-after hours							
Emergency Sewer Pump Station							
Graffiti/Vandalism	1	1					
Illicit Discharge							
Public Inquiry	19	19					
Sewer Repair							
Sewer Lateral/PLCO	23	23					
Sewer Overflow	1	1					3100 Block Marburger
Sidewalk/curb and gutter	3	1		2			
Storm Drain							
Street Light	1		1				
Street Maintenance/ Potholes	8		4	4			
Street Signs	5		3	2			
Street Sweeping	1	1					
Traffic Signals	3	2			2		2- Caltrans responsibility
Weeds/ shrubs/trees (within ROW)	4	3	1				
Storm Related Call							
Recology Calls	3	3					2- abandoned item calls
Total Requests/turn around time	83	65	9	8	2		
Percentage		78%	11%	10%	2%		
Previous Month's Total	57	43	5	4	5		
Previous Month's Percentage		75%	9%	7%	9%		

Public Works Department- Preventative Maintenance			
Preventative Maintenance	Total #	Unit	
Sewer Line Cleaning Footage	28,208	feet	
Storm Line Cleaning Footage		feet	
Sewer Video Inspection Footage	8,820	feet	
Storm Drain Video Inspection Footage	3,518	feet	
Curb Miles Swept - mileage	577	miles	
Vehicle Preventative Maintenance	20	vehicles	
Vehicle Repairs	32	vehicles	

Shelter Services Report

Jurisdiction: **BELMONT** for the period of **5/1/2015 to 5/31/2015**.

Dogs	2	0.72%	The numbers to the left are the number of animals outcomed for this jurisdiction.
Cats	4	1.49%	
Other	2	2.60%	The percentages to the left are percentages of the total number of animals outcomed from all jurisdictions combined.
Wildlife	22	2.62%	
Total	30	2.05%	

	Dogs		Cats		Other		Wildlife		Total	
Stray	0	0.00%	1	25.00%	0	0.00%	22	100.00%	23	76.67%
Owned	2	100.00%	3	75.00%	2	100.00%	0	0.00%	7	23.33%
Other Agency	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Adopted	0	0.00%	3	75.00%	2	100.00%	0	0.00%	5	35.71%
RTO - Release - Transfer	0	0.00%	0	0.00%	0	0.00%	4	50.00%	4	28.57%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Untreatable	0	0.00%	1	25.00%	0	0.00%	4	50.00%	5	35.71%

DOA - Died	0	0.00%	0	0.00%	0	0.00%	14	100.00%	14	87.50%
Owner Requested Euthanasia	2	100.00%	0	0.00%	0	0.00%	0	0.00%	2	12.50%

Field Services Report

Jurisdiction: **BELMONT** for the period of **5/1/2015 to 5/31/2015**.

The percentages listed show the percentage of PHS's work in **BELMONT** that call type represents.

Total Activities for jurisdiction BELMONT

36

Sick/Injured Animal Calls	38.89%	14
Dead Animal Calls	16.67%	6
Quarantines of Dogs/Cats/Other Domestic Animals	13.89%	5
Stray Animal Calls	8.33%	3
Aggressive Animal Complaint	5.56%	2
Confined Dogs/Cats/Other Domestic Animals	5.56%	2
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	2.78%	1
Field Euthanasias	2.78%	1
Municipal Code Complaint	2.78%	1
Traffic Hazard Animal Calls	2.78%	1
Aggressive Animal Calls	0.00%	0
Assist Police/Fire	0.00%	0
Assist Public	0.00%	0
Field Returns of Domestic Animals	0.00%	0
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	0.00%	0
Owner Surrender Calls of Live/Dead Animals	0.00%	0
Property Inspections	0.00%	0
Protective Custody	0.00%	0
Transport Animal/Trap/Other	0.00%	0

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Shelter Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **5/1/2015 to 5/31/2015**.

Dogs	276	100.00%
Cats	268	100.00%
Other	77	100.00%
Wildlife	841	100.00%
Total	1,462	100.00%

The numbers to the left are the number of animals
outcomed for this jurisdiction.

The percentages to the left are percentages of the total
number of animals outcomed from all jurisdictions
combined.

	Dogs		Cats		Other		Wildlife		Total	
Stray	183	66.30%	195	72.76%	35	45.45%	671	79.79%	1,084	74.15%
Owned	87	31.52%	70	26.12%	33	42.86%	0	0.00%	190	13.00%
Other Agency	6	2.17%	3	1.12%	9	11.69%	170	20.21%	188	12.86%

Adopted	109	50.00%	115	71.43%	54	90.00%	0	0.00%	278	27.36%
RTO - Release - Transfer	86	39.45%	11	6.83%	4	6.67%	239	41.42%	340	33.46%
Euth: Healthy	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Euth: Treatable	1	0.46%	0	0.00%	0	0.00%	0	0.00%	1	0.10%
Euth: Untreatable	22	10.09%	35	21.74%	2	3.33%	338	58.58%	397	39.07%

DOA - Died	16	27.59%	86	80.37%	13	76.47%	264	100.00%	379	84.98%
Owner Requested Euthanasia	42	72.41%	21	19.63%	4	23.53%	0	0.00%	67	15.02%

Field Services Report

Jurisdiction: **ALL JURISDICTIONS** for the period of **5/1/2015 to 5/31/2015**.

The percentages listed show the percentage of PHS's work in **ALL JURISDICTIONS** that call type represents.

Total Activities for jurisdiction ALL JURISDICTIONS

1,352

Sick/Injured Animal Calls	26.55%	359
Dead Animal Calls	15.38%	208
Quarantines of Dogs/Cats/Other Domestic Animals	11.24%	152
Stray Animal Calls	9.91%	134
Confined Dogs/Cats/Other Domestic Animals	8.88%	120
Misc. Service (e.g. Health Dept Rabies Testing/Fuel)	7.99%	108
Aggressive Animal Complaint	5.84%	79
Animal Rescue Calls (e.g. Large Animals/Drain/Fireplace/Etc.)	2.88%	39
Field Euthanasias	2.74%	37
Municipal Code Complaint	2.29%	31
Aggressive Animal Calls	1.33%	18
Traffic Hazard Animal Calls	1.26%	17
Protective Custody	1.18%	16
Property Inspections	0.74%	10
Field Returns of Domestic Animals	0.59%	8
Assist Police/Fire	0.37%	5
Assist Public	0.37%	5
Owner Surrender Calls of Live/Dead Animals	0.22%	3
Transport Animal/Trap/Other	0.22%	3

* As a reminder, the county contract excludes welfare checks and animal cruelty investigations, which are paid for by donations.

Breakdown Report – San Mateo Co, CA

Activity from 5/1/15 through 5/31/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
ATHERTON	\$1,014.00	32 \$547.00	6 \$266.00	2 \$14.00	0 \$0.00	0 \$0.00	40 \$827.00	0 \$0.00	6 \$120.00	0 \$0.00	5 \$67.00
BELMONT	\$4,035.00	103 \$1,736.00	17 \$705.00	45 \$283.00	0 \$0.00	1 \$0.00	166 \$2,724.00	0 \$0.00	52 \$728.00	1 \$5.00	43 \$578.00
BRISBANE	\$961.50	25 \$506.00	2 \$86.00	4 \$24.00	1 \$17.50	0 \$0.00	32 \$633.50	0 \$0.00	12 \$240.00	1 \$10.00	4 \$78.00
BURLINGAME	\$4,024.00	125 \$2,463.00	17 \$702.00	3 \$19.00	0 \$0.00	0 \$0.00	145 \$3,184.00	0 \$0.00	26 \$520.00	4 \$18.00	14 \$302.00
COLMA	\$199.00	5 \$160.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	5 \$160.00	0 \$0.00	1 \$20.00	1 \$10.00	1 \$9.00
COUNTY	\$7,596.50	217 \$4,149.00	29 \$1,156.00	37 \$246.00	3 \$52.50	1 \$0.00	287 \$5,603.50	0 \$0.00	68 \$1,178.00	4 \$32.00	40 \$783.00
DALY CITY	\$6,491.00	187 \$3,828.00	25 \$1,060.00	5 \$33.00	0 \$0.00	0 \$0.00	217 \$4,921.00	0 \$0.00	37 \$740.00	5 \$41.00	32 \$789.00
EAST PALO ALTO	\$769.00	18 \$380.00	2 \$110.00	0 \$0.00	0 \$0.00	0 \$0.00	20 \$490.00	0 \$0.00	8 \$160.00	0 \$0.00	5 \$119.00
FOSTER CITY	\$3,870.75	108 \$2,101.00	25 \$863.75	5 \$35.00	0 \$0.00	0 \$0.00	138 \$2,999.75	0 \$0.00	24 \$480.00	2 \$23.00	17 \$368.00
HALF MOON BAY	\$2,545.00	70 \$1,367.00	14 \$468.00	3 \$10.00	0 \$0.00	0 \$0.00	87 \$1,845.00	0 \$0.00	22 \$440.00	0 \$0.00	10 \$260.00
HILLSBOROUGH	\$2,487.25	75 \$1,310.00	10 \$341.00	8 \$38.00	4 \$0.00	0 \$0.00	97 \$1,689.00	1 \$8.00	22 \$427.00	2 \$31.00	21 \$332.25
MENLO PARK	\$2,511.00	92 \$1,560.00	10 \$431.00	3 \$14.00	0 \$0.00	0 \$0.00	105 \$2,005.00	0 \$0.00	19 \$380.00	2 \$10.00	7 \$116.00
MILLBRAE	\$1,999.25	51 \$986.00	12 \$517.00	12 \$68.00	3 \$11.25	0 \$0.00	78 \$1,582.25	0 \$0.00	16 \$268.00	3 \$20.00	12 \$129.00
OTHER	\$211.00	3 \$90.00	3 \$101.00	0 \$0.00	0 \$0.00	0 \$0.00	6 \$191.00	0 \$0.00	1 \$20.00	0 \$0.00	0 \$0.00
PACIFICA	\$7,161.00	215 \$3,938.00	29 \$1,215.00	13 \$85.00	0 \$0.00	0 \$0.00	257 \$5,238.00	0 \$0.00	49 \$967.00	10 \$76.00	43 \$880.00
PORTOLA VALLEY	\$1,125.00	35 \$579.00	1 \$55.00	3 \$19.00	0 \$0.00	0 \$0.00	39 \$653.00	0 \$0.00	8 \$160.00	4 \$20.00	13 \$292.00

Breakdown Report – San Mateo Co, CA

Activity from 5/1/15 through 5/31/15

Zip/Jurisdiction	Total Revenue	Dog		Cat		No Fee	License Total	Replacement & Transfer	Late Fees	Misc Revenue	Except
		1-Year	3-Year	1-Year	3-Year						
REDWOOD CITY	\$10,832.00	308	35	44	3	1	391	2	94	9	57
		\$6,327.00	\$1,593.00	\$261.00	\$28.50	\$0.00	\$8,209.50	\$16.00	\$1,568.00	\$101.00	\$937.50
SAN BRUNO	\$4,161.00	119	12	1	0	0	132	0	23	6	34
		\$2,442.00	\$531.00	\$7.00	\$0.00	\$0.00	\$2,980.00	\$0.00	\$460.00	\$27.00	\$694.00
SAN CARLOS	\$4,005.25	116	18	7	1	0	142	0	24	5	15
		\$2,129.00	\$937.00	\$38.00	\$11.25	\$0.00	\$3,115.25	\$0.00	\$480.00	\$68.00	\$342.00
SAN MATEO	\$12,731.75	349	48	123	15	0	535	0	113	14	90
		\$6,359.00	\$2,275.00	\$728.00	\$175.50	\$0.00	\$9,537.50	\$0.00	\$1,753.00	\$82.00	\$1,359.25
SOUTH SAN FRAN	\$5,975.00	161	24	4	0	3	192	1	44	4	31
		\$3,522.00	\$1,050.00	\$14.00	\$0.00	\$0.00	\$4,586.00	\$8.00	\$880.00	\$17.00	\$484.00
WOODSIDE	\$1,278.00	48	2	2	0	0	52	1	11	0	4
		\$892.00	\$78.00	\$14.00	\$0.00	\$0.00	\$984.00	\$8.00	\$220.00	\$0.00	\$66.00
TOTAL REGISTRATIONS		2,462	341	324	30	6	3,163	5	680	77	498
		\$47,371.00	\$14,540.75	\$1,950.00	\$296.50	\$0.00	\$64,158.25	\$40.00	12,209.00	\$591.00	\$8,985.00
TOTAL REVENUE										\$85,983.25	